



**APPROVED**

## **KITTERY PORT AUTHORITY**

March 7, 2013 Meeting Minutes

Council Chambers, Town Hall

Members Present: Bob Melanson, Chairman, Barry Bush, Ray Grenier, Kelly Philbrook, Steve Lawrence, Dan Arbo  
Members Absent: Tom Smith  
Staff: Harbormaster Mike Blake

The meeting of March 7, 2013 was called to order at 6:00 p.m.

### 1. Pledge of Allegiance

### 2. Minutes

Mr. Bush moved to accept the minutes of February 7, 2013 as amended

Mr. Grenier seconded

Motion carries unanimously by all members present

### 3. Public Segment

Milton Hall

- Noted the KPA meeting time has been corrected on the web site
- Stated the phone number on the Harbormaster's web site is the old cell number for Bion Pike.
- Buoys 4 and 5 have been placed in their proper position by Coast Guard.
- Title 16.6.2.C states there is a 45-day appeal process for KPA decisions. It should be 30 days, according to Duncan [McEachern]. Mr. Melanson will check into the discrepancy.
- According to Roberts Rules of Order when a Chairman steps down, the Vice Chairman steps in.
- Page 13 of the Rules and Regulations states *All mooring site permits must be renewed and all fees paid by April 15<sup>th</sup> of each year and prior to putting his or her boat on that mooring. (In effect as of January 1, 2003).* This date reference should be removed.

There was no further public testimony.

### 4. Budget Report

CIP Update [Bob Melanson] – The CIP Committee will be before the Council on March 11, 2013 and the KPA submitted items will go forward. The FY 2013 amortization for the Frisbee pier will be going down from \$70,000 to \$35,646, consistent with the boat excise tax revenue. The BIG project is in the CIP at \$90,000. The storm damage repair at the fisherman's pier is set at \$20,000. The Harbormaster boat is remaining in the CIP. The tender is coming out of the FY2013 budget. Paving the pier and repair of the southeast corner of the wharf has been removed, so these funds will have to be found elsewhere, when the BIG project begins.

Year to date Operating Income and Expense [Mike Blake]

- Revenue is approximately \$42,000 to date, with approximately 240 moorings paid.
- Budget expenses to the end of the year is estimated to leave a \$15,000 balance. Budget is on track at 60% expended.
- Revenue and expense budget for 2014 has been completed and under review with the Finance Director. Final figures will be available next month.

### 5. Harbormaster Report [Mike Blake]

- Repaired the surveillance camera at Frisbee and it appears to be fixed for now. The camera can be set to go live at a cost of \$40 per month following the purchase of additional equipment

costing approximately \$300-\$400. This can be done after utilities have been installed in this area at a later time.

- The six Portsmouth Yacht Club moorings in Pepperrell Cove could be taken for additional transient moorings to benefit the Authority. Further discussions are needed to resolve.
- Mr. Melanson noted Attorney McEachern will be responding to an inquiry with Navy Yard counsel regarding the Harbor Water and Usage fees
- Mr. Grenier and Mr. Blake inspected and purchased the 16-foot Carolina skiff for \$3,000. The motor is at IBH for service prior to the next season.
- There will be 5-6 Kittery representatives attending the annual Harbormaster training at the Maine Maritime Academy on March 20-22.
- Recycling arrangement with Troiano has been completed, starting in May, at \$172 per month. Government Street services can be added at a later date.
- The new float for the east pier has been delivered. Attempting to schedule installation with Pickering Marine.
- Art Farnum was working on a separate website *Pepperrellcove.org* to market the transient facility. Mr. Walsh suggested expanding the Town's website rather than establishing an independent one. This would be the logical location for live camera feeds, transient facility information, rates, etc. Mr. Grenier stated Kittery can be included on the *Water Guides* website this year, but not the book. He and the Harbormaster will discuss what to include on that website and present as an agenda item at the next meeting. Discussion followed regarding the live camera feed.

6. Marinas Piers and Floats – No projects are ready for KPA review.

(Dan Arbo arrived 6:35 p.m.)

7. Projects

BIG Project [Peter Walsh DPW]

Mr. Walsh provided a report of the project status. The design has been underway since January and the Preliminary Design Report should be completed by the end of March and some of the permit applications to the ACOE and DEP are completed. Utility coordination will take place. Regarding the tight timeline for the project, Mr. Melanson noted the Planning Office must sign off before the application comes back to the KPA, and the bid packages won't go out until June or August.

Ms. Philbrook asked about the Master Plan, Shore and Harbor Planning Grant. She thought the project has been rushed. The mooring fees have been raised and harbor use fees instituted and she is concerned the funding of a new facility is not the responsibility of the KPA. Those employed by the KPA are not eligible for the same benefits received by town employees and would not be affordable by the KPA and perhaps should be handled by DPW or Parks and Rec. Mr. Melanson noted this process has been supported by the Town and a master plan was created in 1990 that supports this direction. Discussion followed regarding Fort Foster, Rice Avenue, and the increased management responsibilities of the KPA, including payroll and insurance needs for employees working for the KPA and who would be responsible for maintenance of the BIG project.

Mr. Walsh noted the Shore and Harbor Masterplan Grant is a one-year project to update the 1990 Harbor Plan. A consultant has been hired to update the plan working with an advisory committee, to be completed independently of the BIG project.

The pump out station grant is part of the BIG project, but the grant monies are independent of the BIG project.

Shore and Beach Nourishment at Fort Foster is related to Parks and Recreation. This report will be presented to Council by DPW.

Storm Damage of 12-27-13 Project [Mike Blake]

Fort Foster Pier – Mr. Walsh reported the pier has been closed due to damage from the 12/27/12 storm. May not open for summer of 2013. Capital funds for repair are not available until FY 15-16.

Dredge Project [Bob Melanson] – The KPA is interested in using dredge material for beach re-nourishment. Additionally, there is also interest in using material for wave mitigation off Fishing Island, and by the Wood Island Life Saving Station to repair rip-rap and the breakwater. Dialogue with Goose Island residents is needed before applications are made. Mr. Walsh stated discussions with the ACOE, DMR, DEP and Geological Services indicate there are issues regarding use of dredge material and impacts on fish species, shore vegetation, testing for chemical content of material, and methods of transportation of material. Additionally, discussions with the Conservation Commission and Parks and Rec must take place as well, and a letter of intent is needed by April. Mr. Melanson stated Duncan Meillor will be looking for a grant to utilize dredge material for Fishing Island, but this needs to be further reviewed. Wood Island has hazardous materials issues that must be addressed.

Rice Ave – Mr. Hall noted a study in the 1980s was to create a fish cooperative at Rice Avenue. Mr. Melanson asked if the Board has any interest in a site visit and workshop on this issue. Board members agreed to meet at Rice Avenue at 5:30 on April 4, 2013, prior to the April meeting.

8. Correspondence & Comments

Water Guides Update [Ray Grenier] – These will be set up this summer for publication in 2014.

9. Board Members – New & Old Business

Steve Lawrence – Asked about float removal at Kittery Point. Mr. Blake stated the Port Authority paid to have the KPA floats removed. Private float removal was billed separately.

10. Adjourn

Mr. Bush moved to adjourn

Mr. Grenier seconded

Motion carries unanimously by all members present

The KPA meeting of March 7, 2013 adjourned at 7:06 p.m.

Submitted by Jan Fisk, March 24, 2013